



Sheriff Major

Department: Sheriff

Class Code: 2626

EEO Code: 24

FLSA: E

Effective: 01/10/2000

---

## **GENERAL STATEMENT OF DUTIES:**

Under administrative direction; performs work of considerable difficulty in commanding a Division within the Sheriff's Department; and performs other work as required.

## **SPECIFIC STATEMENT OF DUTIES:**

Assists in planning, organizing, and directing the programs and activities of the Sheriff's Department, providing coordination for major programs and activities; receives and reviews recommendations; proposes changes in policies and procedures, directing and coordinating their implementation as approved; provides guidance and counsel to unit and division supervisors in the implementation and evaluation of new programs; recommends promotion and assignment of personnel; inspects personnel and equipment; responds to questions and complaints posed by employees and the public; participates in the internal affairs activities of the department; prepares reports to document personnel activities and requests; prepares and manages Bureau budget; evaluates work performance of immediate subordinates and reviews performance appraisals of other division personnel; disciplines workers for infractions of policies and procedures; reviews productivity records of work force and operating procedures to identify areas needing improvements; discusses grievances with supervisors to identify and resolve problems; serves on various committees; enforces state law and County ordinances; and performs other work as required.

## **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Comprehensive knowledge of the principles, practices, and methods of modern management and administration; of applicable federal, state, and local laws and ordinances; of the standards by which the quality of services are evaluated; of other governmental jurisdictions and authorities as they relate to the Sheriff's Department.

Comprehensive skill in planning and evaluating major programs and services; in providing the necessary coordination among divisions and units; in developing and maintaining effective working relationships with other department and government officials, employees, and the public; in communicating effectively, orally and in writing.

Must successfully complete any written, physical, mental, drug screening tests established by policy; must successfully complete all mandated training within established time frames; must be physically capable of effecting arrests, subduing violent inmates, and

## **MINIMUM EDUCATION AND EXPERIENCE:**

High school graduate or completion of GED; some college course work in criminal justice or related field and five years experience in varied criminal justice supervisory and management assignments or an equivalent combination of training and experience preferred. Must possess valid Virginia motor vehicle operator's license.

## **ADDITIONAL REQUIREMENTS:**

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
---